

# APPROVED

## COMMUNITY SERVICES ADVISORY BOARD MEETING JUNE 11, 2007 - 7:00 P.M.

CITY COMMISSION CHAMBERS – 1<sup>ST</sup> FLOOR  
100 N. ANDREWS AVENUE

<u>Board Members</u>	<u>Present</u>	<u>Absent</u>	<u>Cumulative</u>	
			<u>From 10/06</u> <u>(P)</u>	<u>(A)</u>
Marie Conroy		A	0	8
Marjorie Davis		A	0	8
Diane Schuster	P		8	0
William Goetz	P		8	0
Michael Kimmey	P		7	1
Avery Dial	P		5	3
Margaret Birch	P		7	1
Fenel Antoine	P		6	2
Emmett Kater	P		6	2
Adriane Reese	P		5	1
Sanford Rosenthal		A	5	1
Jan Beasley	P		3	1
Jennie Brooks	P		1	1

### Staff Present:

Susan Batchelder, Assistant Manager, Housing & Community Development  
Margarette Hayes, Manager, Housing & Community Development  
Lindwell Bradley, Community Inspections

Margaret A. Muhl, Recording Secretary

### Call to Order

Chair William Goetz called the meeting to order at approximately 7:04 p.m. and all stood for the Pledge of Allegiance. Roll call was taken and a quorum was present.

### Board and Staff Introductions

Margarette Hayes proceeded to introduce staff that was present this evening.

### New Board Member Updates

Margarette Hayes stated that Jennie Brooks is rejoining this Board and was a prior member.

Jennie Brooks stated that she was glad to be back on this Board, and stated that she works with the Broward County School Board and is involved in many community activities.

### **Approval of Minutes**

**Motion** made by Emmett Kater and seconded by Margaret Birch to approve the minutes of the May 14, 2007 Community Services Advisory Board meeting.

Margarette Hayes stated that she has a correction to the minutes of the May 14<sup>th</sup> meeting on page 10 which states: "Margarette Hayes announced that the 200/2008 CDBG funding rankings were..." and it should read: "Margarette Hayes announced that the 2007/2008 CDBG funding rankings...." The 7 was omitted from the year 2007.

Adriane Reeseey stated that she had several other comments on her spreadsheet that were not mentioned in the minutes.

Margarette Hayes remarked that the secretary does not receive any written materials and transcribes what is on the CD of the meeting.

Emmett Kater said if a written comment is to be included, it should be read at the meeting so it could become part of the record. He further said that he believes the secretary does an overall analysis of the comments made.

Ms. Reeseey said she had comments written on the spreadsheet she submitted to Ms. Hayes and it appears that some of the comments included in the minutes were those from the spreadsheet and not comments made during the course of the meeting. She asked if clarification could be provided as to what was included in the minutes.

Ms. Hayes stated that the comments could be reviewed.

Chair William Goetz suggested that the minutes not be approved this evening until further clarification could be provided.

**Motion** made by Margaret Birch and seconded by Jennie Brooks that they delay the approval of the minutes until further clarification was provided. Board approved.

Mr. Kater stated that he did not believe this was the proper course of action to take and that the minutes should be approved and then clarification provided. Chair William Goetz stated this was a legitimate motion.

### **Review of the Application For A License to Operate An Amphibious Vehicle – Fort Lauderdale Duck Tours, Inc.**

Lindwell Bradley, Community Inspections, stated that the applicant met with Jamie Hart and the Marine Advisory Board, and proceeded to distribute copies of the minutes from that meeting.

Margaret Birch asked if the applicant had better pictures than what had been provided to the Board regarding the vehicle to be used for the tours. Mr. Bradley stated that he had photographs available this evening.

Michael Kimmey entered the meeting at approximately 7:18 p.m.

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Chair William Goetz asked if the vehicle is being changed would the applicant have to return before the Marine Advisory Board.

Mr. Bradley clarified that the vehicle is different than the one in the photographs, and a new vehicle is being purchased. All Coast Guard and insurance requirements would have to be met. He believes that the concept was presented to the Marine Advisory Board, and he was not sure if they would have to make a new presentation due to the change in the vehicle. He stated that if this presentation is not heard this evening, the applicant would have to wait one year before the matter was presented to this Board again.

Margarette Hayes advised that based on the ordinance, these cases come before this Board every June. She stated that the applicant would make their presentation and then the Board could assess where to go from that point. She explained that before the applicant invested the funds to acquire a new piece of equipment, they wanted to know if there was support for the actual license.

Chair William Goetz stated that he did not want to guarantee that the Board would vote on this matter before having a concept of the type of vehicle to be used. He stated that he did not object to the presentation being made this evening.

Jennie Brooks stated that she did not object to the presentation, but stated she was concerned about the vehicle being shown in the photograph and asked if it was new or used.

Jan Beasley asked if the vehicle to be purchased would resemble the vehicle shown in the photograph.

Mr. Novell stated they have been working on this project with the City for some time and the new vehicle would be the same as the one shown previously only it would be brand new. He was not able to purchase the original vehicle because the owner was tired waiting and sold the vehicle.

Ms. Brooks stated that she wanted to see a full presentation with all the information being shown so the Board could make an intelligent decision. She felt there was a lot of information missing.

Chair William Goetz stated that he, nor the rest of the Board, felt comfortable in approving a vehicle that they knew nothing about.

Ms. Reese asked what was the expectation from the Board after the presentation was made.

Ms. Hayes explained that the normal process was that these applications come before this Board, and then the Board would make a recommendation to the City Commission. It was her understanding that the process by which the applicant would be operating was that the program and everything would be the same, only that they missed out on the opportunity to purchase a particular vessel. The applicant would be operating a duck tour service, but they were going to secure a new vessel.

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Ms. Hayes further explained that if this Board considers this application this evening, the approval would be subject to the applicant returning before the Board and showing a photograph of the actual vessel to be used.

Ms. Reeseey stated that she wanted information regarding restroom availability, type of engine, pollution standards to be met, along with evacuation information and recovery information in case of it sinking. She also asked if a certificate of insurance would be provided, along with certificates of liability.

Mr. Bradley proceeded to read the requirements that had to be met in accordance with the ordinance Section 27-191:

“Certificates of Public Convenience and Necessity – It should be unlawful for any person to engage in a business, operating rental or site seeing vehicles or other vehicles within the City without first obtaining this Certificate of Public Convenience and Necessity and paying the permit fees for the occupational license to operate this vehicle.”

Mr. Bradley further stated that it says: “The Community Services Board would review the application and submit its review to the Commission.” He continued stating that under the application the things they must do are: “They must present their name and address and the business; the number of vehicles that are to be operated, including a brief description of each vehicle.” Information must also be provided in regard to fares and rates, location, identity of the owners of said vehicle, and a financial statement. He proceeded to provide a copy of the ordinance to the Board.

Mr. Bradley stated that the ordinance was vague and the vehicle could not be placed in the water without Coast Guard approval.

Avery Dial stated that if someone came before this Board for a certificate for a taxi, the Board would not be questioning the vehicle to be used as they are in this case.

Diane Schuster stated that she had ridden one of these vehicles in another city and she believes this City could use these types of vessels, and she was in support of the application.

**Motion** made by Avery Dial and seconded by Michael Kimmey that the applicant make their presentation to this Board, and then for this Board to subsequently vote for approval conditioned upon proper certification of the vehicle by the Coast Guard and other governmental regulatory agencies.

Margaret Birch suggested that the two items be separated in the motion.

**Motion** made by Avery Dial and seconded by Michael Kimmey that the applicant make their presentation to this Board. Board unanimously approved.

Ms. Novell stated that the purpose of this petition is to establish a tour business which would occur on land and water. These types of tours are occurring in various cities throughout the United States, such as Boston. The tour would showcase the beauty of

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the City of Fort Lauderdale and its historic sites. The water tour would occur on the New River, and they believe this would be a family-oriented venture.

Mr. Novell stated that he has been working with the Coast Guard and the insurance has all been arranged, but he did not want to purchase the vehicle until he received approval from the City for the concept of his business.

Mr. Bradley proceeded to read an e-mail to Jamie Hart regarding drop-off and pick-up locations and that no roads should be blocked.

Mr. Novell explained that their office would be located at Beach Place, and the route would begin across from Beach Place, onto A1A south to Las Olas Boulevard, west on Las Olas going through historic downtown Fort Lauderdale, on to Colee's Landing public marina. They would then launch the vehicle to tour through the New River. The vehicle would come out of the water at the 15<sup>th</sup> Street Marina up to Cordova Road, onto SE 17<sup>th</sup> Street, and then back to Beach Place for debarkation. She said that this route had been approved by the Marine Advisory Board.

Michael Kimmey asked if approval was granted for this business, when would they purchase the vehicle.

Mr. Novell stated that it takes approximately one to two months to obtain the vehicle.

Mr. Antoine stated that it would not be easy to approve something they have not yet seen.

Ms. Birch stated that amphibious vessels fell under the purview of the Marine Advisory Board. She added that it would not have been economically feasible for the applicant to purchase the vehicle and store it while attempting to receive conceptual approval. She feels this Board has to decide whether to approve this application or send the applicant back before the Marine Advisory Board.

Ms. Reese asked where this vehicle would be stored when not in use. Ms. Novell stated that the address for the permit was a private lot which was secured. Mr. Novell stated that Mr. Hart advised him that the vehicle had to be parked on public property. Ms. Reese asked if there would be any change in the rate to be charged for the tour based on the fact that a new vehicle was to be purchased. Mr. Novell explained that the rate would remain the same as previously stated.

Emmett Kater asked for further clarification regarding the use of the vehicle. Mr. Novell repeated the route that the tour would take. Emmett Kater asked what percentage of the tour consisted of water use. Mr. Novell stated that about 50% of the tour would take place on the waterway. Emmett Kater asked what portion of tonight's approval would be legitimate since a different vessel would be involved.

Mr. Bradley stated that the application would remain the same, but the information in the packet of materials was more than normally provided and would be different due to a new vessel being involved.

Mr. Kater asked if the fee that was charged to the applicant for certifications was standard. Mr. Bradley stated that this fee was an application fee and the business fee would be according to the business tax.

Chair William Goetz asked how fast the vehicle would travel on land. Mr. Novell stated that it would travel 20-25 mph on land, but had the capability of going 40 mph.

Mr. Antoine asked why this matter was coming before this Board. Margarette Hayes proceeded to explain the process followed in approving certificates of public convenience and necessity.

Michael Kimmey stated that this Board was only approving the permit for the operation of this business, and they were not the regulatory forces that would make sure this vehicle was legitimate to be on the roads and waterways.

**Motion** made by Michael Kimmey and seconded by Emmett Kater to approve the application contingent on the applicant applying for the appropriate certificates for insurance, along with permits granting approval of the vehicle by the Coast Guard, the DMV and the City. Further, all documents should be reviewed by the City Attorney to make sure they were in compliance with the appropriate requirements.

Ms. Reese clarified that this Board was to review the application for the license to operate an amphibious vehicle. She stated that her concerns regarding public safety, marine safety, Coast Guard related, or impacts on the environment should be noted as a matter of record, but would not have an impact on the approval to be considered by this Board. She hoped that her concerns would be taken into consideration.

Mr. Bradley explained that this Board's job this evening was to review the application and decide if they wanted this business operating in the City of Fort Lauderdale. He further stated that there were agencies that would address the other issues related to this business.

Chair William Goetz asked if the motion was reasonable and appropriate regarding this matter. Mr. Bradley confirmed. Chair William Goetz stated that he believed this was a unique situation. Mr. Bradley stated that the earliest this could go before the Commission would be in September.

A vote was taken on the above motion. The Board unanimously approved.

### **Review of the Proposed 2007/2008 Annual Action Plan**

Margarette Hayes stated that the Chair needed to open the public hearing regarding the 2007/2008 Annual Action Plan so that input could be provided.

Adriane Reese asked if a copy of the notification ad could be supplied to the Board. Ms. Hayes confirmed.

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Chair William Goetz proceeded to open the public hearing.

**Motion** made by Emmett Kater and seconded by Margaret Birch to close the public hearing. Board unanimously approved.

There being no individuals who wished to speak on this matter, the public hearing was closed and discussion was brought back to the Board.

Margarette Hayes stated that as a requirement of the receipt of the CDBG Home Emergency Shelter Grant and HOPWA Grants from HUD staff had to present an annual action plan. This is the third year of a five-year consolidation plan and meetings were held in January in order to receive information and input from the public as to how funds should be expended for all four of the grants. This Board participated in the public services portion. The first grant was the Emergency Shelter Grant and the proposed amount of funding staff was anticipating for the 2007/2008 program year was \$86,930 and was to be spent in a 70/30 split. She explained that 70% was for homeless assistance and was to support the HACK Center which was the old homeless camp that was located across from City Hall. The City's contribution was to provide administrative support to the Center. She continued to explain that the 30% split was for homeless prevention.

Ms. Reese asked what type of administrative support would be provided. Ms. Hayes explained that it would be for salaries, equipment, and supplies. She added that this involved County staff and would be continual support. She further stated that funding was being cut at the Federal level.

Ms. Hayes stated that the second piece of homeless prevention was continued funding via the Bureau of Children and Family Services. She explained further that funds were used to provide short-term rent and mortgage assistance, along with utility payments for water and electricity for Fort Lauderdale families facing eviction. Documentation had to be provided showing that they were in those types of situations requiring assistance.

Ms. Hayes explained that the Home Program was through Federal Funding designed specifically for housing and was the least flexible of the grants received, along with the HOPWA grant. She stated that the proposed budget for 2007/2008 was \$987,602 and there was a HUD requirement that they set aside 15% for CHDO (Community Housing Development Organizations) which are non-profit entities regarding housing activities. An RFP would be issued in the Fall and it would be a competitive bid process. She explained that the RFP would be advertised through the City's Procurement Department who also handled the process regarding the RFP.

Ms. Reese asked if they could see the applications. Ms. Hayes stated that the Board could see the applications, but they would not participate in the process.

Ms. Hayes continued stating that Substantial Rehabilitation was for persons needing repairs to their residences. She further stated that in regard to Tenant Vouchers for the Homeless and Tenant Vouchers for the Disabled, they were involved in an Interlocal Agreement with Broward County in an attempt to address the issue of homelessness. She explained that they discovered there were many families "on the street," and primarily single parents. She added there were many disabled people also "on the

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street” and the Interlocal Agreement with Broward County was to provide assistance to those individuals as well.

Ms. Hayes further stated that under Home Administration the Federal Government allowed 10% to cover staff salaries, advertising, and mailings.

Ms. Hayes stated that the next portion of the Home Grant was the American Dream Downpayment initiative which was implemented by President Bush about 3-4 years ago and was primarily to be used to assist individuals in connection with homeownership. She explained they were using the money to provide down payment assistance to income eligible persons buying their first house.

Mr. Antoine stated that he was concerned whether needy individuals were receiving such funds and who would be making such determinations. Ms. Hayes explained that they were mandated by law to process anyone who requested the funds, and were also involved in Fair Housing Efforts. Mr. Antoine asked if disabled individuals were located in one specific area. Ms. Hayes stated that she did not know what areas the disabled individuals were located in, but that any individuals in the City of Fort Lauderdale could qualify for such assistance. She stated that if anyone had a complaint regarding unfair treatment they should contact her office, and they would put them in touch with an agency that would investigate the situation further.

Ms. Reese asked what agency was involved in such matters. Ms. Hayes stated that it was HOPE (Housing Opportunities Project Excellence). Ms. Reese asked if any individuals have ever been referred to the Broward County Civil Rights Division. Ms. Hayes confirmed.

Ms. Hayes explained that the HOPWA Grant had a budget of \$6,878,000 and this was the only Federal grant which increased during the last 3-4 years. An RFP was issued and the following recommendations were made by the Selection Committee:

Direct Emergency Assistance/Housing Transition Broward Regional Health Planning Council	\$900,000
Assisted Living Placement Broward House	\$800,000
Mental Health Housing Assistance: Shadowwood Inc.	\$295,650
Substance Abuse Housing: Shadowwood II	\$164,250
Broward House	\$307,198
Susan B. Anthony	\$ 23,250
Client Basd Rental Voiuchers: Housing Authority for issuance of Section 8 Vouchers	\$2,930,646
Project Based Rental Assistance: Shadowwood II	\$309,224

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Broward House	\$498,074
Susan B. Anthony	\$ 31,030
Mt. Olive Development Corporation	\$412,338

Ms. Hayes further explained that for this grant there was an administrative expense allowance of 3%. She stated that this covered 1.5 positions, along with other administrative charges. She stated that no funds were used from the Emergency Shelter Grant for administrative fees. She further explained that the sub-recipient agencies could use up to 7% for administrative fees. She advised that the HOPWA Program was county-wide. She explained that due to confidentiality they worked through case managers who ensured that clients receive full benefits.

Ms. Hayes continued stating that the CDBG funding for 07/08 was \$2,013,996 and the allocations proposed were for STEP-UP (Apprenticeship Training Program) through the Housing Authority for individuals in public housing at 30% and below poverty level for job skill training. The Fair Housing Outreach and Education Program was the fair housing commitment through HUD and was proposed at \$30,000, and the Housing Programs was at \$140,996 to be split between exterior home improvements and emergency repairs. Since the funding level has decreased, they had to take some monies from Rehab Administration to cover the salaries for some of the housing staff. She continued stating that Broward Homebound, Covenant House, Crossroads, Food Bank, First Call for Help, Jack 'n Jill's Infant Toddler Room (Scholarship Program), Lighthouse for the Blind, Russell Lifeskills, Women in Distress, The City of Fort Lauderdale Parks and Recreation Urban Aquatic Program, were projects approved by this Board and recommendations made for funding. She added that the Mt. Bethel Childcare Assistance Program and the Mt. Bethel Family Resource Center were a supplement to very low income individuals.

Ms. Hayes continued stating that the Davie Boulevard Median Construction Project was a requirement to aid in funding for this project. Homeless Prevention was another fund they spent money on in conjunction with Broward County in an Interlocal Agreement regarding homeless individuals. She stated that in regard to Transitional Housing Management the City owned two buildings. One was a triplex and the other was a duplex and units were provided for individuals while their homes were being repaired. She said the maximum to be spent for rent was \$450 and that was not feasible in today's market. She continued stating that Elderly Tax and Insurance Assistance Program aided older individuals with such expenses and was budgeted at \$50,000. She stated that qualified individuals had to be 62 or older and income eligible.

Ms. Hayes stated that regarding Mills Pond Park Improvements, they were asked to support upgrades to the concession stands, soccer fields and restrooms. This park is in a CDBG eligible area and the park supports low-income residents of the City.

Emmett Kater stated that he was not in favor of supporting a park that charged for their programs and admission. Avery Dial stated that he believed there was only a nominal charge for the park, and therefore, it could not be supported from such fees. Mr. Kater asked if information could be provided showing what the park grossed through their admission fees. Ms. Hayes reiterated that this was a mandate from management for staff to support this item.

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Ms. Reeseey asked where the funds would have come from normally. Ms. Hayes explained that the monies probably would have come out of the General Fund. Ms. Reeseey stated that it was taking money from one place and putting it in another place. She felt it was like squeezing a balloon. Ms. Hayes explained that they had supported other park improvements in the past.

Chair William Goetz asked who determined what percentage of the CDBG funds were to be granted to applicants. Ms. Hayes advised that HUD made such determinations and 15% was the maximum. She explained that they asked for \$500,000 for park improvements, but they could not fund such a level in one program year, and therefore, they were going to space it. Chair William Goetz stated that there was discussion regarding funding City programs, and because management requested funds the programs had to be supported.

Ms. Hayes clarified that they were asked to provide support for the park improvements. Ms. Brooks asked if management could be requested to reconsider funding some of these programs. Ms. Hayes stated they were capped because the public service fees awarded were 15%. Ms. Brooks suggested that possibly management could reconsider funding other worthy programs instead of the CIP projects.

Mr. Kater further stated that during the hurricanes the park's fields were used to stack debris which destroyed the area. He has a problem with the request to rebuild what the City destroyed. Ms. Hayes further stated there was a new fire station being built on the premises as well, and they wanted everything in one place.

Ms. Birch asked if the Board could make a request that instead of using funds for park improvements that it be used for programs not funded by this Board. Ms. Hayes stated that no additional funds could be granted to those programs whether they were funded or not. She further explained that the activities at the park were public services activities and they would be in violation of spending more than 15% of the funding on such activities.

Ms. Reeseey asked who was the vendor at the concession stands and was it a public/private partnership. Ms. Hayes believed it was the City of Fort Lauderdale. Ms. Reeseey asked what portion of the revenue collected went back into the facility. Ms. Hayes stated that she did not have the information regarding the concession stands and was not comfortable addressing the matter. Ms. Birch stated that the concession stands were leased to various teams during football season.

Chair William Goetz stated that it appeared some of these programs overlapped between the action plan and the CDBG grants.

Ms. Hayes advised that Childcare Subsidies spent all their monies every year and monies were always needed.

Ms. Hayes further stated that this item would be placed on the July 17<sup>th</sup> City Commission agenda under public hearings.

**Motion** made by Avery Dial and seconded by Jennie Brooks to recommend the proposed 2007/2008 annual action plan to the City Commission for approval. Board unanimously approved.

**Other Business**

Margarette Hayes stated that they learned many things from the Better Meetings Academy last week. She stated that at the next Board meeting she would like to place on the agenda for discussion how to conduct a meeting.

Ms. Hayes advised that she would be out of town for the Board's next meeting, and therefore, Susan Batchelder would conduct the meeting.

Chair William Goetz asked if there could be placed on the next agenda the criteria for the effectiveness of the various programs approved. Ms. Hayes stated that she wanted to discuss that matter when she could be in attendance at the meeting, and asked for the item to be placed on the Board's September agenda. She advised that this Board did not meet in August. She further stated that recommendations were being made for next year's funding cycle.

Chair William Goetz suggested that the applicants during the next 1-2 months present their criteria for judging the effectiveness of their programs.

Ms. Birch asked if someone could work with this Board regarding the establishment of criteria on how to present the awarding of funds. Ms. Hayes explained that was part of the recommendations they were going to make. She stated that she spoke with the Director of HUD regarding this matter.

Chair William Goetz stated that he was distributing copies of a proposed resolution he wanted everyone to review.

Chair William Goetz asked if the handbooks provided at the meeting from the Better Meeting Academy could be distributed to the members of this Board who were not able to attend that meeting. Ms. Hayes stated that she would check on that with the City Clerk. Ms. Reese stated that she was informed by a member of City staff that another training meeting would be held in the future.

**Motion** made by Emmett Kater and seconded by Adriane Reese to adjourn the meeting. Board unanimously approved.

There being no further business to come before this Board, the meeting was adjourned at approximately 9:02 p.m.

Respectfully submitted,

Margaret A. Muhl,  
Recording Secretary